

1 BILL NO. S-90-04- //

2 SPECIAL ORDINANCE NO. S- 93-90

3 AN ORDINANCE approving the awarding of
4 Reference #929 by the City of Fort
5 Wayne, Indiana, by and through its
6 Department of Purchasing and WESTVACO
7 for the Office Services Department.

8 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF
9 THE CITY OF FORT WAYNE, INDIANA;

10 SECTION 1. That Reference #929 between the City of
11 Fort Wayne, by and through its Department of Purchasing and
12 WESTVACO for the Office Services Department, is hereby
13 ratified, and affirmed and approved in all respects,
14 respectfully for:

15 the purchase of water utility envelopes
16 for the Office Services Department;


17 involving a total cost of Seventeen Thousand Four Hundred
18 Seventy-Eight and no/100 Dollars (\$17,478.00).

19 SECTION 2. Prior Approval has been requested from
20 Common Council on April 10, 1990. Two copies of said
21 Reference are on file with the Office of the City Clerk and
22 made available for public inspection, according to law.

23 SECTION 3. That this Ordinance shall be in full force
24 and effect from and after its passage and any and all
25 necessary approval by the Mayor.

26 
Councilmember

27 APPROVED AS TO FORM
28 AND LEGALITY

29 
30 J. Timothy McCaulay, City Attorney
31
32



THE CITY OF FORT WAYNE

April 5, 1990

The Common Council
Fort Wayne IN

RE: Reference No. 929

Gentlemen and Mrs. Bradbury:

The Department of Purchases respectfully requests "Prior Approval" of Reference No. 929, with respect to the purchase of water utility envelopes for the Office Services Department. Due to time constraints of ordering the recycled paper for this project, the Department would like a "Prior Approval. The costs reflect the lowest and most responsive of two (2) vendors and this should be awarded to WESTVACO in the amount of \$17478.00. This will be assigned a purchase order number upon Councilmanic Approval.

DEPARTMENT OF PURCHASES

CITY OF FORT WAYNE


Gloria J. Goeglein
APPROVED:

Paul Helmke, Mayor

ATTEST:

Sandra Kennedy, City Clerk

Attachment

REF. NO.: 929
DEPT.: OFFICE SERVICES
DATE: 4/5/90
ITEM/SERV.: ENVELOPES

PURCHASING INFORMATION

ADVERTISED BID: YES
DATES ADVERTISED: 2/20 & 2/27
OPENING DATE: 3/15/90
WRITTEN QUOTE:
DUE DATE:

VERBAL QUOTE:

SINGLE SOURCE:

NO. OF VENDORS NOTIFIED: 13
NO. OF VENDORS RECEIVING BID: 9
NO. OF VENDORS RETURNING BID: 2
NO. OF VENDORS DISQUALIFIED: 0
NO. OF VENDORS NOT RESPONDING: 11
DATE SENT TO DEPT FOR RECOMM.: 3/15/90
DATE RECOMMENDATION REC'D IN PURCH: 4/5/90

COUNCIL INFORMATION DATES SENT EXTENSION DATES

DATE INFO SENT TO LAW DEPT.: 4/5/90
INTRODUCTION DATE: 4/10/90
DISCUSSION DATE: 4/17/90
PASSAGE DATE: 4/24/90

ORDINANCE NO.:

AMOUNT APPROVED AND/OR SPENT
LAST YEAR: (IF APPLICABLE)

REFERENCE NO. 929
ENVELOPES
OFFICE SERVICES

	QTY UNIT	WESTVACO	KORTE PAPER	LEWIS & CHRISTEN
CARRIER WINDOW	900 M	\$11.17 \$10,053.00	\$12.99 \$11,691.00	NO BID
RETURN	900 M	\$8.25 \$7,425.00	\$9.99 \$8,991.00	
		\$17,478.00	\$20,682.00	

FRONT PAGE/INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET - ROOM 350
PHONE 219-427-1101

BID OPENING DATE 3-15-90 @ 11:00 AM BID REFERENCE # 929

SEALED BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS & SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR THE CITY OF FORT WAYNE WATER
UTILITY BILLING ENVELOPE ANNUAL REQUIREMENT

AND REQUESTED BY OFFICE SERVICES

THIS BID REQUIRES A XXXXX 5% BID BOND, CERTIFIED OR CASHIER'S
CHECK OF ALL BIDDERS.

THIS BID REQUIRES A XXXXX 100% PERFORMANCE BOND OF SUCCESSFUL
BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: 1 %
IF PAID WITHIN 10 DAYS.

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE CITY OF FORT WAYNE WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH ACCOMPANYING SPECIFICATIONS.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME WESTVaco ENVELOPE
STREET ADDRESS 6302 CHURCHMAN By-PASS
CITY INDPLS PHONE # 317 787-3361
BY James P. Keefe
REPRESENTATIVE SIGNATURE

BID QUANTITIES AND SPECIFICATIONS

- I. Carrier Window Envelope, #7 3/4 size
Open Side, Diagonal, Deep Throat Style.

Sub. 24 recycled envelope white wove paper -- must meet the minimum requirement of 50% recycled fiber content established for Federal agencies per the most recently published Environmental Protection Agency (EPA) guidelines.

- A. ENVELOPE WIDTH: 7 1/2 INCHES
- B. ENVELOPE HEIGHT: 3 7/8 INCHES
- C. ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES
MINIMUM 2 1/8 INCHES

- D. ENVELOPE THROAT:
Minimum throat depth (Measured 1 9/16 inches out from center of envelope) is 1/2" minimum 3/4" maximum. See attachment A.

- E. WINDOW SPECIFICATIONS: glassine window measures 4 3/8" X 1" placed 1" left and 5/8" up from bottom of envelope. (Bar code read area must be 4 1/2" from right edge and 5/8" from bottom edge). Seams should be properly glued to prevent the back panel from peeling down as the envelope is being opened by the inserter. Window must be welded. See attachment B.

Envelope should have return address printed as:

CITY UTILITIES
P O BOX 2269
FORT WAYNE IN 46801-2269

Quantity = 900,000

\$ 11 ¹⁷/_m 10,053.00 TOTAL

QUOTE # 26815

- II. Return envelope, Sub 24 white wove, #6 3/4 (3 5/8" X 6 1/2"). This envelope may be a regular type envelope - no special specifications for flap height or throat depth need for this return envelope. Printed black on face of envelope completely within OCR read area. Print quality must be Optical Character Reader - readable and guidelines of United States Postal Services Publication 25 must be followed. Postal Regulations Publication 25 (page 18) attached. 10 OR 12 POINT TYPE FONT REQUIRED. CHARACTERS MUST NOT BE TOUCHING. News Gothic type style suggested.

Address printed within address area:

CITY UTILITIES
P O BOX 2269
FORT WAYNE IN 46801-2269

with code and fin mark. See attachment C.

Quantity = 900,000 \$ 8²⁵_m \$ 7425.00 TOTAL

QUOTE # 26282

The above quantities will be shipped and billed to the City in quarterly amounts. However, the total quantity listed above shall be ordered by the City, and delivered within one (1) year from the date of the first shipment.

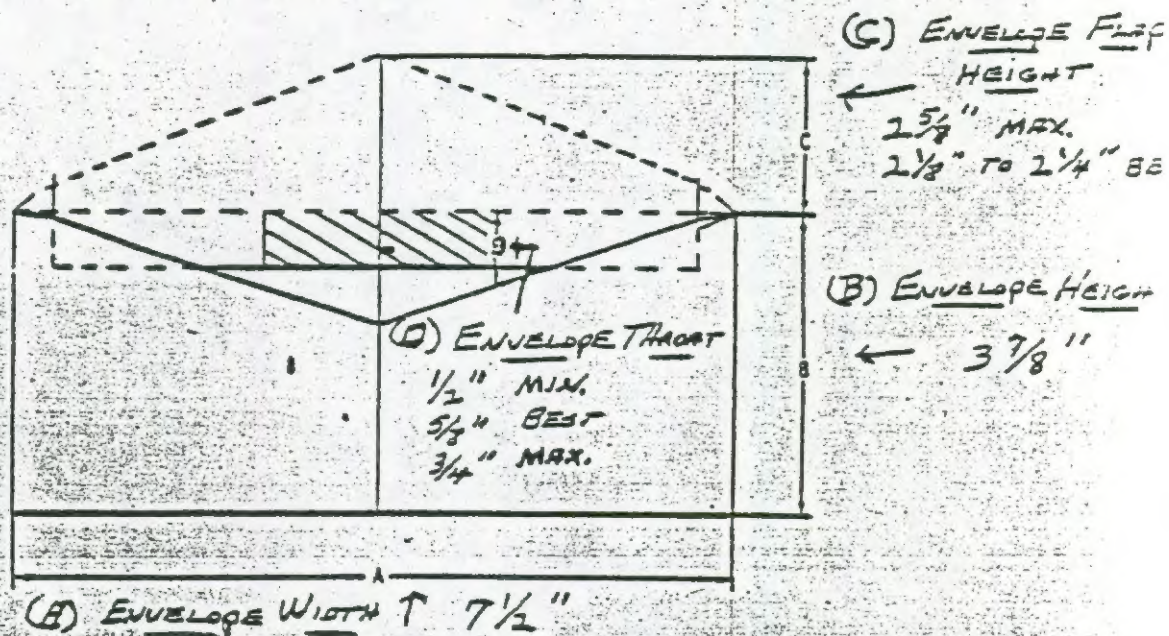
Freight shall be included in the prices listed above. Inside delivery to basement warehouse must also be included.

The successful Vendor certifies that the envelopes being bid will work with the inserting and mailing equipment presently being used in the Office Services Department of the City. Specifications C and D are mandatory! Current equipment used by the City Mail Room is a Friden Alcatel System 500 Folder Inserter.

Any questions concerning the type of equipment used shall be directed to Dee Densel, Director of Administrative Services, (219) 427-1298.

The successful vendor must be able to furnish a supply of such envelopes for testing purposes on our equipment should such a request be made.

Attachment A.



ADDRESSING FOR AUTOMATION

The U.S. Postal Service is automating the processing of First-Class letter mail by installing high-speed Optical Character Readers (OCRs) and Bar Code Sorters (BCSs) in postal facilities throughout the country. For our customers, this will provide the following benefits:

- more efficient and accurate mail processing
- improved consistency of delivery
- lower postal operating costs, which will keep rates as low as possible for as long as possible

The Postal Service is seeking the voluntary cooperation of business mailers to make their address formats as compatible as possible with our automated equipment. The following optimum guidelines (which are necessarily strict to provide the highest degree of OCR recognition) may be used to review your mail pieces.

Note: Publication 25, a Guide to Business Mail Preparation, contains more detailed technical information and should be consulted if you have additional questions about the specifications contained in this notice.

If uncertain as to whether a change in envelope design or address format is necessary, please contact your local postmaster or Customer Service Representative (CSR), who will arrange to assess your mail. If a change is recommended, we suggest that you consider making changes the next time you have need to adjust your address format, or reorder your envelope supply.

ENVELOPE

Size -- In order to be processed on automated equipment, mail pieces (letters and postcards) must be rectangular and must fall within the following size standards.

minimum size	maximum size
3 1/2 x 5"	6 1/4 x 11 1/2"
minimum thickness	maximum thickness
0.007"	0.25" (1/4")

Stock -- At present, bar codes do not print clearly on materials such as spun-olefin and certain recycled paper. Therefore, envelopes made of these materials cannot be processed on the postal automated equipment.

ADDRESS POSITION

Address Area -- In order to ensure that the OCR reads the mailing address and not the return address (or information not pertaining to the address), an OCR Read Area has been identified. All characters on the last line of the address -- the post office, state and ZIP Code line -- must be located *within* the OCR Read Area, the boundaries of which are indicated below. (Other lines of the address may also be located in the OCR Read Area.)

Sides of rectangle
1 inch from left and right edges

Bottom of rectangle
1/4 inch from bottom edge

Top of rectangle
2 1/4 inch from bottom edge

Window Envelopes -- The window should be located so that the post office, state and ZIP Code line falls within the OCR Read area; and the entire address must

be visible at all times. Therefore, to avoid the possibility of having the address partially obscured if the insert shifts within the envelope, at least a 1/4 inch clearance (1/4 inch is preferred) should be left between the window edges and the bottom and both sides of the address throughout the insert's full movement.

If you plan to utilize ZIP + 4 Codes in the future, please remember to allow space in the window to accommodate the additional 5 character spaces (hyphen and 4 numbers).

Line Slant -- Care should be taken to ensure that the address is parallel with the bottom edge of the mail piece. (This is especially important if address labels are affixed to the mail piece.) Line slant relative to the bottom edge should not exceed 5 degrees.

Logos -- Company logos and other such data not part of the delivery address may be placed anywhere on the mail piece except for the two clear areas specified below. (This means that they may appear within the OCR Read Area, provided they do not fall on or below

the delivery address line.) If uncertain of placement of your logo, please contact

PRINT QUALITY AND COLOR

Print Quality -- Print quality is the most important in addressing for automation. Type should be sharp; try to avoid smudged characters and broken or faded strokes.

Color -- Black ink on a white background. However, color combinations may be used, provided:

- Print Contrast of at least 40%

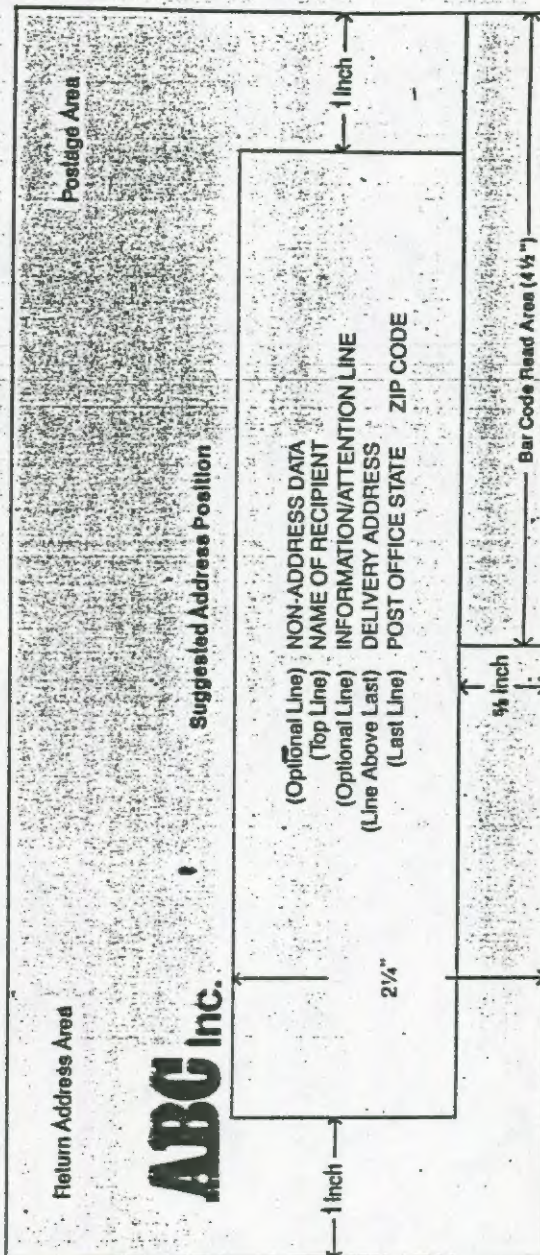
Reverse color printing (light characters on a dark background) is not OCR readable. In an address background should be uniform screenings of less than 400 dots per inch (interference).

CLEAR AREAS

Bar Code Area -- After the OCR address, it will print a bar code and ZIP Code on the bottom of the mail piece. In further automated processing area in which the bar code will be bottom right edge of the mail piece and 1/2 inches wide -- must remain printing.

On or below the Delivery Address -- Avoid possible confusion on the address as to which is the last line of the nonaddress printing or marks of any kind appear on or below the delivery address. This includes attention lines, attention marks, underlines, boxes, circles, holes, prompting words, form filler envelope numbers, department endorsements such as "please immediately," colored borders, and nonaddress information. If such be part of the address block, it should be the line directly above or below the recipient line. Otherwise, it should be to other areas of the mail piece, as clear areas.

If you are unsure if any printing or pieces needs to be relocated, contact your postmaster for an assessment.



3.5.5 FIM CODE SPACING

Unlike the ZIP + 4 bar/half-bar code pattern, FIM code bars are all full bars, but height and spacing of the FIM bars remain important since the information content embedded within the FIM bar pattern is distinguished by spacing of the bars.

3.5.6 HEIGHT

Each bar must be at least $\frac{5}{16}$ inch high ($\pm \frac{1}{16}$ inch). However, if necessary, the bars may be longer to accommodate certain printing problems even if they extend out of the clear zone reserved for FIM, as long as the tops of the bars are within $\frac{1}{16}$ inch of the top edge of the mail piece. FIM patterns supplied by the Postal Service are $\frac{5}{16}$ inch long and are to be printed actual size only.

3.5.7 WIDTH

Each bar must be at least .031 of an inch ($\pm .008$ inch) wide. Visually examined, the bars must not deviate from the negative used to prepare the printing plate or matte. The bar width must not expand so as to fill the space between the bars.

3.5.8 FIM CODE/BACKGROUND CONTRAST

Same as specified in 3.3.4 for bar/half-bar codes (PRD at least 30%). Measurement of the PRD must be made with a test instrument having a spectral response as shown in the red curve of Appendix K.

3.5.9 SKEW

Two types of skew may occur in the printing of the FIM pattern on mail pieces (i.e., positional and/or rotational). In positional skew, the entire pattern may be skewed with respect to the top edge of the mail piece. This may result from cutting and folding operations particularly on envelopes, or misregistration of the pattern. In rotational skew, an individual bar or bars may be skewed with respect to the edge of the mail piece. This type of skew may result from artwork inaccuracies or distortion of the plates used in certain types of printing processes. Since the detector scans bars individually, it cannot distinguish which type of skew is present. Consequently, the skew specification is related to individual bars. The combined effects of positional and rotational skew for the FIM must be limited to a maximum rotation of the bars (as they appear on the mail piece) of ± 5 degrees from a perpendicular to the top edge of the mail piece.

3.5.10 PRINT ANOMALIES

Same as specified for bar/half-bar codes (3.3.7). In addition, extraneous ink must not cause a bar to exceed the width limits specified in 3.5.8.

3.5.11 UNACCEPTABLE VOIDS

One type of unacceptable void is defined as any area where the FIM bar is less than .023 inch wide or less than 0.50 inch in height. Another type of unacceptable void is caused by insufficient ink transfer, and results in a lightly printed bar. Unacceptable voids are generally much smaller than the resolution of the FIM detector, but can effectively reduce the PRD below the specified limit of 30%.

3.5.12 FIM CODE INK/PAPER REFLECTANCE GUIDELINES

Same as specified for bar/half-bar codes in 3.4

4.0 POST CARDS**4.1 GENERAL**

Post cards, postal cards, and cards used for Business Reply Mail must conform to the requirements as defined in Domestic Mail Manual 129 and 322.

4.2 PHYSICAL DIMENSIONS

All cards used for mailing must meet the minimum size restrictions for First-Class letter mail, i.e., height $3\frac{1}{2}$ inches, length 5 inches, and thickness .007 of an inch. The special post card rate applies to pieces up to $4\frac{1}{4}$ inches in height by 6 inches in length. Cards which exceed this size must pay the same rate as regular First-Class letter mail. The normal surcharge rules will apply to cards exceeding $6\frac{1}{4}$ inches x $11\frac{1}{2}$ inches and falling outside the standard limits of aspect ratio defined in 1.1.1. Cards which do not meet the minimum sizes are non-mailable and will be returned to the sender.

4.3 PHYSICAL RECOMMENDATIONS

4.3.1 The Postal Service has conducted extensive tests of post cards and, based on the results of these tests, has concluded that the following characteristics enhance automated processing of post cards.

- a. Size Range
Height— $3\frac{1}{2}$ inches to $5\frac{1}{2}$ inches
Length—6 inches to 10 inches
- b. Basis Weight
At least 125 grams per square meter
- c. Stiffness
At least 500 milligrams along the length as measured in the Gurley scale.

4.3.2 Post cards should not be creased or mutilated.

4.3.3 Printing on post cards should be legible, without excessive ink, and cause no distortion to the post card. The ink should be non-abrasive, and should not transfer to feed rolls, contact rolls, or transport belts on postal machinery.

4.3.4 Double post cards should be spot sealed on all three of the open edges after the card is folded.

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: 3-12-90

1. Governmental Unit: CITY OF FT. WAYNE
2. County: ALLEN COUNTY
3. Bidder (Firm): WESTVACO ENVELOPE DIVISION
Address: 6302 CHURCHMAN AVE-PRSS
City/State: INDIANAPOLIS IN. 46203
4. Telephone Number: (317) 787-3361
5. Agent of Bidder (if applicable): JAMES F. REEVE

Pursuant to notices given, the undersigned offers bid(s) to CITY OF FT. WAYNE (Gov-
ernmental Unit) in accordance with the following attachment(s) which specify the class or item number or
description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount
			NON-COLLUSION AFFIDAVIT		

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

WESTVACO

Bladder (F15)

Signature of Bladder or Agent

Subscribed and sworn to before me this 9th day of MARCH, 1910

My Commission Expires: JUNE 23, 1990

County of Residence: MARION

Notary Public

SANDRA R. CLINARD

Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for _____ classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Contracting Authority Members:

Dates: _____

Read the first time in full and on motion by Burns, seconded by Salinas, and duly adopted, read the second time by title and referred to the Committee on City of Fort Wayne (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock _____ M., E.S.T.

DATED: 4-10-90

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Burns, seconded by Salinas, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>9</u>			
BRADBURY	<u>✓</u>			
BURNS	<u>✓</u>			
EDMONDS	<u>✓</u>			
GIAQUINTA	<u>✓</u>			
HENRY	<u>✓</u>			
LONG	<u>✓</u>			
REDD	<u>✓</u>			
SCHMIDT	<u>✓</u>			
TALARICO	<u>✓</u>			

DATED: 4-24-90

Nadyla Eshorff
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. 1-93-90 on the 24th day of April, 1990,

ATTEST

SEAL

Nadyla Eshorff
SANDRA E. KENNEDY, CITY CLERK

Charles S. Read
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 25th day of April, 1990, at the hour of 11:30 o'clock P. M., E.S.T.

Nadyla Eshorff
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 26th day of April, 1990, at the hour of 6:50 o'clock P. M., E.S.T.

PAUL HELMKE
PAUL HELMKE, MAYOR

DIGEST SHEET

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

J-50-04-11

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Reference No. 929 for water utility envelopes for the Office Services Department. The costs reflect the lowest and most responsive of two (2) vendors.

EFFECT OF PASSAGE: 900m carrier envelopes and 900m return envelopes for water bills. Envelopes are made from recycled paper according to specification.

EFFECT OF NON-PASSAGE: No water bills can be sent out. Utility revenue will suffer.

MONIES INVOLVED: WESTVACO \$17,478.00

PRICE AGREEMENT:

PURCHASE ORDER: Yes

SOURCE OF FUNDING: Office Services 701-950-A154-4212

PRIOR APPROVAL: YES
(IF APPLICABLE)

DATE: 4/10/90

BILL NO. S-90-04-11

REPORT OF THE COMMITTEE ON CITY UTILITIES

PAUL M. BURNS, CHAIRMAN
MARK E. GIAQUINTA, VICE CHAIRMAN
HENRY, LONG, TALARICO

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS

REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ approving the awarding
of Reference #929 by the City of Fort Wayne, Indiana, by and
through its Department of Purchasing and WESTVACO for the
Office Services Department

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) ~~(RESOLUTION)~~

DO PASS

DO NOT PASS

ABSTAIN

NO REC

[Handwritten signatures: Burns, Giaquinta, Henry, Long, Talarico, Bradbury]

DATED:

4-24-90

Sandra E. Kennedy
City Clerk